



Position: Career Counselor
Location: Bronx and Manhattan
Reports to: Program Director, Workforce Opportunities
Hours: 40 hours, occasional evening/weekend work.

About Jericho Project

Jericho Project is a nationally-acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment and mental and physical health services. The 36-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 550 units of supportive housing including 8 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

About the Position

Jericho Project is seeking an energetic and dynamic Career Counselor who will provide workforce development services to vulnerable young adults in order to help them achieve the highest possible level of employment, educational attainment, and/or other meaningful activity, e.g., paid internship. Career Counselor will work effectively with young adults to ensure that participants' employment and educational goals are fully met.

Responsibilities:

- Provide career counseling services to about 70 young adults to help them prepare for, and secure employment.
- Collaborate with young adults in the service planning process and setting their education, training, and employment goals.
- Assist in the outreach and recruitment process to achieve annual enrollment targets.
- Manage communication with the network of partnering organizations in the referral, enrollment, and service delivery process.
- Develop creative client engagement strategies resulting in high level of participation in program activities.
- Complete employment and educational assessments on all participants; ensure that assessments and service plans are updated regularly as required.
- Assist participants in developing a job readiness portfolio, including their resume, assessment of interviewing skills, and letters of inquiries.
- Work closely with Employment Specialists; respond to job leads within required timeframe; identify and refer young adults for matching positions.

- Assist young adults in conducting independent job search; identify new job leads as needed and make direct referrals to employers.
- Provide job retention and follow up services to employed participants.
- Access community resources to aide young adults in their job search, job retention and/or re-placement efforts.
- Identify low- and no-cost resources and refer participants to skills training programs, HSE, ESOL and other literacy programs, college and other higher education programs, as indicated in their individual service plans.
- Conduct, at minimum, bi weekly follow up on all participants and maintain related progress notes.
- Participate in case conferencing sessions, as required.
- Regularly attend monthly WfO meetings.
- Maintain and update participant information in the required data management system(s).
- Provide information related to participant engagement, employment and educational achievements, and other performance indicators as requested.
- Other responsibilities as assigned and required by the emerging needs of programs and participants.

Requirements:

- Bachelor's degree required.
- Knowledge and experience in providing workforce development services in a not-for-profit setting are strongly preferred.
- Experience working with low-income, vulnerable young adults is highly desirable.
- Ability to motivate and forge strong relationships with young adults.
- Superior written and verbal communication skills and advanced computer literacy.
- Ability to travel throughout the five boroughs.

Compensation:

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package.

How to Apply:

Interested applicants must submit a resume and cover letter with salary requirements to:

Human Resources Department
 Jericho Project
 Job Code: **Career Counselor, KEYA**
 245 W. 29th Street, Suite 902
 New York, NY 10001
 Fax 646.624.2301
careers@jerichoproject.org

No Phone Calls Please.

Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. www.jerichoproject.org

